

~~CONFIDENTIAL~~

31 AUG 1964

MEMORANDUM FOR: Chief, Medical Staff

SUBJECT : Request justification for use of machine listing(s)
reflecting total Agency strength based on personnel
actions.

REFERENCE : Job No. : 105
Title : Combined Agency Alpha
25X1A9a Recipient : [REDACTED]

No. of copies : One (Quarterly)

1. A security study concerning machine listings which are prepared by the Automatic Data Processing Division of the Office of Computer Services and distributed by the Statistical Reporting Branch of the Office of Personnel has determined that there must be instituted positive controls over the dissemination, utilization, and accountability of these sensitive documents.

2. Therefore, it is requested that as a recipient of the above identified document(s) you submit, by 11 September, to the Director of Personnel, a memorandum justifying your need for the document, how it is being utilized, who has access to it (list names on the attached form), and what would be the effect on your operation if it were centrally located within the Office of Personnel for your reference by Red Line telephone service.

3. Presently, some recipients of this document pass their old copies to someone else within their operation upon receipt of a current copy. If this is true in your case, then a similar justification will be required for this transaction. In future, old copies will be returned to Chief, Statistical Reporting Branch of the Office of Personnel for re-issue to the second user, if any.

DOC	9	REV DATE	3 DEC 1961	BY	029725
ORIG COMP		OPI	39	TYPE	01
ORIG CLASS	5	PAGES	2	REV CLASS	C
JUST	22	NEXT REV	2011	AUTH	HW 10-2

~~CONFIDENTIAL~~

~~SECRET~~

GROUP 1
Excluded from automatic
downgrading and
declassification

~~CONFIDENTIAL~~

SUBJECT: Request justification for use of machine listing(s) reflecting total Agency strength based on personnel actions.

4. The document will be distributed to your Office in a binder which will reflect the recipient's office, the copy's control number, and a covering memorandum instructing those who have access to the listing of their responsibilities. The document will not be removed from its binder and upon receipt of a current listing the old one and its binder will be returned to Chief, Statistical Reporting Branch, room number 5E-2506, extension 7150.

/s/ [REDACTED] 25X1A9a

for Emmett D. Echols
Director of Personnel

Attachment: Access List

Distribution:

- Orig and ✓ - Addressee w/att
- 1 - D/Pers w/att
- 1 - POD/OP w/att
- 1 - SRB/OP Chrono File w/att
- 1 - SRB/OP Control File w/att

~~CONFIDENTIAL~~

~~SECRET~~

Approved For Release 2001/03/03 : CIA-RDP78-06180A000300060011-7

~~CONFIDENTIAL~~

ACCESS LIST FOR: Job No. : 105
Title : Combined Agency Alpha
Recipient : [REDACTED]
No. of copies: One (Quarterly)

25X1A9a

The employees listed below have been authorized access to the above named document.

	Employee's Name (Last-First-Middle)	Off/Div	Badge No.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Signature _____

Official Title _____

Approved For Release 2001/03/03 : CIA-RDP78-06180A000300060011-7

~~SECRET~~

~~CONFIDENTIAL~~